



District of Columbia Army National Guard
Technician Announcement
Announcement Number: 05-758



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: 8 August 05, 1600 Hours	OPENING DATE: 08 July 05	CLOSING DATE: 08 August 05
	Position Title, Series, Grade, Salary Range Human Resources Assistant (Mil) 70415000 GS-0203-07 - \$35,452 - \$46,088 GS-0203-06 - \$31,903 - \$41,474	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: MOS: 42A	
Position Location: HRO, DCARNG Washington, DC 20003-1719	Appointment Status <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive	
AREA OF CONSIDERATION: TECHNICIAN: Group III (Individuals who possess the necessary qualifications for the military membership in DCARNG) Permanent Change of Station: Relocation expenses will not be paid to Technician		
Special Remarks: http://dcng.ngb.army.mil/ SPECIALIZED EXPERIENCE DESIRED TRANSPOC		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. <u>No binders please.</u>		
<u>TECHNICIAN REQUIRED DOCUMENTS:</u> 1.) OF612 or SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: Debbie Cawley, 202-685-9760 or DSN 325-9760.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, and resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

Technician Announcement Number: 05-758

Position: Human Resources Assistant (Mil) 70415000

Brief Description of Duties:

Provides advice and support to ARNG and ANG managers, supervisor, and Human Resources Officers on full range of military staffing matters. Plans and administers the programs for recruitment, appointment, utilization and distribution, and provides technical services regarding staffing of military personnel positions. Determines minimum qualification requirements in accordance with appropriate regulations. Develops position announcements, locates position applicants, validates funding and certifies position is valid and vacant. Notifies candidates of the results of their application. Maintains necessary documents associated with the recruitment and placement priority list for over graded AGR personnel. Responsible for coordinating with the National Guard bureau for re-documentation of positions. Validates staffing guide requirements to the Modification Table of Organizations and Equipment (MTOE) changes. Develops staffing guide requirements for new units. Accumulates and analyzes statistics concerning staffing functions such as turnover, resignations, minority hire rates, promotions, hiring lag time etc. Develops localized AGR job standards in addition to Military Occupational Specialty (MOS) and Air Force Specialty Code (AFSC) local regulatory guidance. Staffs and executes reduction-in-force (RIF) procedures. Provides advice to management and is responsible for all actions associated with AGR military compatibility. Serves as point of contact for NGB manpower personnel during manpower evaluation and survey site visits pertaining to AGR personnel. Performs other duties as assigned.

Qualifications: GS-7

General Experience:

Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

Specialized Experience:

Must demonstrate twelve (12) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements (GS-7)

1. Knowledge of specialized personnel methods regulations, principles and concepts as it relates to the AGR program.
2. Skilled in applying personnel rules and regulations.
3. Ability to communicate effectively orally and in writing.
4. Skilled in working with all levels of management.
5. Ability to analyze information.

Technician Announcement Number: 05-758
Position: Human Resources Assistant (Mil) 70415000
Qualifications: GS-06
General Experience: Same as GS-7
Specialized Experience: Must demonstrate <u>nine (9) months</u> experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.
Knowledge, Skills and Abilities (KSA's) Statements (GS-6) <ol style="list-style-type: none">1. Knowledge of specialized personnel methods regulations, principles and concepts as it relates to the AGR program.2. Skilled in applying personnel rules and regulations.3. Ability to communicate effectively orally and in writing.4. Skilled in working with all levels of management.5. Ability to analyze information.

**Current Unit assignment, MOS/SSI and Military grade must be included on application.
Incomplete application will not be considered for employment.**